

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Office
New York, NY 10014

Recruiting Bulletin No. NYRCC-09-037

THIS IS AN AMENDMENT TO RECRUITING BULLETIN #NYRCC-09-037

This amendment reflects the following changes to the above bulletin:

To extend Closing Date from:

04/14/2009

To

04/27/2009

TEAM LEADER (CCM)

GG-0301-07 - \$42,837 - \$55,689(Per Year)

GG-0301-09 - \$52,398 - \$68,118(Per Year)

ISSUE DATE: 04/02/2009

CLOSING DATE: 04/14/2009

NUMBER OF POSITIONS: FEW

PROMOTION POTENTIAL: GG-0301-09

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 09/25/2010. This appointment may be extended beyond 09/25/2010 if agency needs arise.

DUTY LOCATION: New York, NY

AREA OF CONSIDERATION: All U.S. Citizens residing in one of the following New York Counties: **Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, Westchester** or one of the following New Jersey Counties: **Bergen, Essex, Hudson, Middlesex, Morris, Passaic, Somerset Sussex, Union or Warren.**

WHO MAY APPLY: All qualified U.S. Citizens residing in the area of consideration, please see above:

- You **MUST** submit a completed **OF-306 Declaration of Federal Employment** with your application or resume (please see “**How to Apply**” on page 3).
- You **MUST** submit a separate individual statement addressing the **Evaluation Criteria** (see pg. 3).
- You **MUST** submit a separate completed application for **each grade level** you are applying for.

- Payment of relocation expenses **IS NOT** authorized.

DUTIES: Incumbent works for Census Coverage Measurement (CCM). This position is designed to support the Team Supervisor by carrying out the day-to-day activities, which represent complex portions of the CCM. The incumbent applies analytical and evaluative methods and techniques to a variety of functions associated with the oversight of the CCM operations in his or her assigned area(s). Also assists the Team Supervisor in quality control and coverage improvement operations of the CCM within assigned jurisdiction. The incumbent monitors and evaluates assigned field operations such as data collection, payroll, staffing levels, progress, and project completion to identify problems with timeliness and costs, and for conformance to quality standards. The incumbent analyzes deficiencies reported by regional technician staff and solves problems based on guidelines and precedents. Recommends solutions for problems dealing with unique or policy issues. The incumbent will also assist in quality control and coverage improvement for assigned portion of the CCM operation(s). The incumbent acts as liaison between the Team Supervisor and the field management staff as directed by the CCM supervisory staff, conveys and/or coordinates program management guidance, such as the following: technical requirements, plans for and descriptions of, the work to be accomplished; established work scheduled standards, progress reports, etc., for 10-20 employees who serve as field supervisors and technical staff support over a large field and office workforce.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 years or older to be hired.

2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below: **If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.**

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

GG-0301-07: Experience: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service. This specialized experience includes: Experience in assisting with providing day-to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **OR** Experience in assisting senior specialist **in at least one** of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; **and/or** (7) analyzing factual data and recognizing significant factors.

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate level education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and/or (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-09: Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: (1) Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR** (2) Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports.

OR

Education: Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following. (Please see attachment A)**

1. Experience planning, organizing, and leading or overseeing a decentralized workforce or office for a survey or data collection operation.
2. Experience recruiting, training, and evaluating a field or decentralized office operation.
3. Experience applying analytical methods and techniques in order to analyze and/or evaluate performance, progress, and costs reports for a decentralized workforce or office operation.

For further information on this vacancy you may contact the **Human Resource Department at 212-584-3490 or 800-991-2520.**

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), **or** Resume, **or** Federal Employment (SF-171, this form is obsolete but may be used), **for each grade level for which you are applying for (or you will be considered at the lowest grade for which you are qualified).** List your work duties and accomplishments relating to the job for which you are applying. **Each applicant must submit a completed OF-306 Declaration of Federal Employment.** To download the OF-612, you can visit our website at <http://www.census.gov/ronyc/www/empty.html> **or** visit the Office of Personnel Management at <http://www.opm.gov/forms>, and click on Optional Forms. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin/Announcement number, position title and grade(s) applying for.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- **Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.**
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212) 584-3490.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

**U. S. Census Bureau
New York Regional Office
395 Hudson Street - Suite 800
New York, NY 10014
ATTN: Human Resource Department**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a **Declaration of Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED,
NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH
AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NO

Attachment A

Name _____

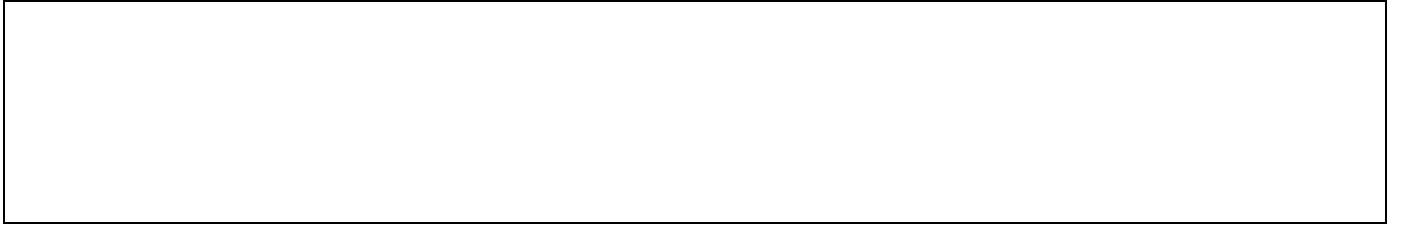
Recruiting Bulletin # _____

***EVALUATION CRITERIA STATEMENT FOR
TEAM LEADER (CCM)***

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements, to be considered, applicants must answer the below questions addressing each area. Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.

(Use additional paper as necessary)

- 1. Experience planning, organizing, and leading or overseeing a decentralized workforce or office for a survey or data collection operation.**



Attachment A

Name _____

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(Use additional paper as necessary)

2. Experience recruiting, training, and evaluating a field or decentralized office operation.

Attachment A

Name _____

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(Use additional paper as necessary)

- 3. Experience applying analytical methods and techniques in order to analyze and/or evaluate performance, progress, and costs reports for a decentralized workforce or office operation.**